

Orientation Session for New Graduate Students

Department of Civil Engineering and Applied Mechanics



Fall semester 2018



McGill

Outline

- Introduction
- Desks and Safety: Prof. Andrew Boyd
- PGSS
- Library (Liaison Librarian) Tara Mawhinney
- Administration of graduate affairs: Prof. Luc Chouinard
- Civil Engineering Graduate Student Society

People who can help you find information

- Graduate Program Coordinator -GPC (Ms. Sun Chee Wong – Gradinfo.civil@mcgill.ca)
 - Office Hours: 10:30-11:30, 14:30-16:30
- Graduate Program Director – GPD (Luc Chouinard)
- Your research supervisor (academic advising)
- Departmental administration – Mrs. Sandy Shewchuk-Boyd (pay matters; travel expense reports; office keys)

Where to go for further assistance?

Your Graduate Program Office is your first stop

- The daily administration of graduate studies and advice
- First point of contact (ALWAYS)

Service Point

- Ground floor of the McLennan Library Building
- <http://www.mcgill.ca/students/servicepoint/>

Graduate and Postdoctoral Studies - Dean's Office

- Dean (Associate Provost Graduate Education) and Associate Deans (**AD Robin Beech deals with Engineering**)
- Academic and administrative responsibility for graduate (and Postdoc) programs
- Mostly deals with GPD and GPC (not directly with students, some exceptions)



Our Shared Responsibilities

- **McGill**

Provide the **framework** for you to get through your program in a timely fashion

Provide mechanisms to **support** you

Provide you with **opportunities** to develop your professional skills

<http://www.mcgill.ca/skillsets/>

Yours

Your own **academic integrity**

Be informed of the rules and regulations pertaining to your degree program. **See the roadmap to your degree on <http://www.mcgill.ca/civil/grad>**

Maintain your **Minerva registration status in good standing until your degree is granted.**

Use your **McGill email address in all correspondence and cc Gradinfo.civil@mcgill.ca**

Talk regularly to your **supervisor**

- Your work environment (office, equipment)
- Research objectives and output, milestones
- Meeting frequency
- Funding (RA-TA)
- Training, Travelling to conferences
- Papers (Journals, number, Authorship)
- Intellectual property



Academic Integrity

Mandatory on-line tutorial for new students

Mandatory online academic integrity tutorial

As of spring 2011, graduate students must complete a [mandatory online academic integrity tutorial](#), which may be accessed via Minerva (Student Menu > Academic Integrity Tutorial). New students must complete the tutorial within their first semester in order to prevent a Hold being placed on their record. Refer to [registration deadlines](#) for more details.

Program Milestones and Progress Tracking

- The key to timely and successful completion
- M.Eng. And Ph.D. programs
 - Courses: M.Eng.: required by program (min. 8 credits CIVE-6XXI)
Ph.D. : required (min 2 courses in the Department – CIVE 5xx or CIVE 6xx)
M.Eng. full time status with 12 credits minimum.
M.Eng. (non-thesis) CIVE 664 Seminar Course (3 credits)
 - Thesis proposal: Ph.D. preliminary oral examination within **15 months**
 - Advisory/Committee meetings (progress tracking reports): yearly,
– **due on Monday after the Study Break (Winter term) (MEng (thesis and PhD), within 8 weeks for new students.**
 - Thesis submission: M.Eng. ideally 1.5-2yrs, max 3 yrs
Ph.D. Ideally 3-4 yrs, max 6 yrs
(end with final submission)

Conflict resolution

- Supervisor
 - (co-supervisor, AC)
- Graduate Program Director
 - (Graduate Program Coordinator)
- Department Chair
- Associate Deans, GPS
- Dean

Other services

- Ombudsperson for Students
- University Harassment Assessors
- Services for Students
- Dean of Students

Stay informed and communicate!

Getting started

- Meeting with your supervisor(s)
- Course selection for Fall 2017/Winter 2018
- Desk allocation (andrew.boyd@mcgill.ca)
- Mailbox service in room 492
- Opening a LAN computer account and other local computing services
 - (bill.cook@mcgill.ca; jorge.sayat@mcgill.ca)
- Photocopying & printing charges (Uprint system) (Sandy)

Other departmental committees

- Graduate Studies Affairs (Prof. Luc Chouinard)
- Graduate Admissions (Prof. Rogers)
- Scholarships (Prof. Miranda-Moreno)
- Student-Staff (Prof. Colin Rogers)
- Safety (Prof. Boyd)
- Assignment of TAs (Prof. Chu)
- Coordinator Environmental MEng (Prof. Goshal)

Civil Graduate Handbook (on-line)

- *Roadmap to your degree, procedures and guidelines - <http://www.mcgill.ca/civil/grad>*
 - Requesting a leave of absence;
 - Changing research supervisor;
 - Preparing your M.Eng. Project report;
 - Fast-tracking from your master's thesis degree to the Ph.D. degree;
 - CIVE 701 Ph.D. preliminary oral examination.

Other resources

- Post-Graduate Student Society of McGill University (PGSS)
 - <https://pgss.mcgill.ca/en/home>
 - 3650 McTavish, room 401
- Career Planning Services:
 - www.mcgill.ca/caps/

